

## CCCUSD 1 Grievance Procedure

### **Uniform Grievance Procedure**

Students or their parent(s)/guardian(s), employees, or community members should notify the District's designated Complaint Managers, Director of Special Populations and Director of Business Services/Technology if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; or
5. Equal Employment Opportunities Act, Title VII of the Civil Rights Act of 1964.

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

### Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education.

Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

The Superintendent has designated Sandy Rakes, Director of Special Populations and Jason Smith, Director of Business Services/Technology to implement the district's uniform grievance procedures. Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

***Sandy Rakes***

Director of Special Populations  
815-634-2287

Legal Reference: 29 U.S.C. § 621 et seq.  
42 U.S.C. § 12101 et seq.  
29 U.S.C. § 206(d).  
29 U.S.C. § 794  
42 U.S.C. § 2000d et seq.  
42 U.S.C. § 2000e et seq.  
20 U.S.C. § 1681 et seq.  
34 C.F.R. § 104.7(b)  
775 ILCS 5/1-101 et seq.  
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1, and  
45/1-15  
23 Ill. Admin. Code §§ 1.240 and 200-40.

**CCCUSD 1 GRIEVANCE FORM**

Students, parents/guardians, employees or community members should complete this form in order to file a complaint if they believe the Board of Education, its employees or agents have violated their rights guaranteed by the federal or state constitution, federal or state statute or board policy.

Complainant's Contact Information

Name \_\_\_\_\_ Phone Number (day) \_\_\_\_\_

Street Address \_\_\_\_\_ Phone Number (eve) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Please indicate if you are a    \_\_\_ student                    \_\_\_ parent/guardian  
   \_\_\_ employee                \_\_\_ community member

Nature of Complaint

Date of Incident \_\_\_\_\_

Witnesses \_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of your complaint. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant (or parent/guardian)

\_\_\_\_\_  
Date